



Education, Audiovisual and Culture Executive Agency

Lifelong Learning: Comenius, ICT and Languages

Mr. Ørjan Røed

Karmøy oppvekst-og kulturretat
Educational Advisory Services (PPS)
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Brussels, 02.08.2011

Subject: Lifelong Learning Programme - Call for Proposals 2011 (EAC/49/10)
Sub- Programme: Comenius Multilateral projects

Reference: 518171-LLP-2011-NO-COMENIUS-CMP

Project Title: "'CORE - CLIL Objectives and ResourceKit in Education'"/CORE

Dear Mr. Ørjan Røed,

You have submitted an application to the Lifelong Learning Call for Proposals 2011 for the action specified above for which the Executive Agency received a total of 202 applications. I am pleased to inform you that your application has been selected for EU co-financing. Please note that the competition in Comenius Multilateral projects is high: the success rate for this year is 16,85%.

You may find the list of selected projects on the website of the Executive Agency, at the following address: http://eacea.ec.europa.eu/llp/results_projects/selection_results_en.php.

A panel of external experts assisted the Executive Agency in the evaluation of your application against the award criteria indicated in the Call for Proposals. The result of their evaluation is set out in the evaluation report by the external experts attached to this letter. Please take into account the fact that most of the evaluation reports were written by non-native speakers. The Executive Agency will not elaborate further on these assessments.

The process of awarding a grant can only be finalised once the Executive Agency has received and analysed the documents as requested in the list of documents to be submitted. The documentation specified must be submitted within a period of 10 working days from the date of receipt of this letter. Should the period for submission fall within the holiday period of the Applicant Organisation, the deadline will be extended until the Applicant Organisation is open. Please inform the Agency as soon as possible about the date you will be able to submit the requested documents. The finalisation of the Grant Agreements can only be done once all the

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<http://eacea.ec.europa.eu>

necessary documents have been received and processed by the Agency. Therefore, the requested information needs to be received by the Agency no later than the 10th September 2011.

The information specified in the list of documents to be submitted should be sent to the following address by both normal mail and by email:

Katerina TICHA

Executive, Audiovisual and Culture Executive Agency, Unit P1
Office : BOU2 02/94
Avenue du Bourget 1
1140 Brussels
Belgium

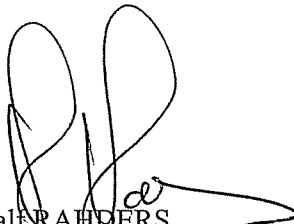
e-mail: EACEA-LLPCOMENIUS@ec.europa.eu

Please note that your application budget has been amended after financial analysis by the Agency staff. In the document attached with the estimated and eligible budget you will find details of this amendment as well as an explanation of the changes. You are requested to confirm in writing (by signing this document) that you are able to implement your project and to achieve all its objectives and outcomes, as described in your application, with the amended budget. This document must be signed by the legal representative of the applicant organisation as specified in Section A3 of your application form and sent back to the Executive Agency. (If the legal representative has changed, please provide the details in the list of documents to be submitted.)

Please note that this letter does **not** represent a financial or legal commitment of the Executive Agency. The offer of an award is confirmed only when the legal representative of the Executive Agency signs the Grant Agreement associated with this application.

Please note that the level of eligible LLP co-financing can be finalised only after receipt and analysis of the information that you are asked to provide in the list of documents to be submitted enclosed to this letter.

Yours sincerely,



Ralf RAHDE
Head of Unit

Contact:

Katerina TICHA, telephone: (32-2) 29 93 756, email: Katerina.TICHA@ec.europa.eu

Annexes:

- Annex - Evaluation report based on the assessment by external experts
- Annex - Estimated and Eligible budget of the action + financial comments
- Annex - List of documents to be submitted

Proposal number:	518171-LLP-1-2011-1-NO-COMENIUS-CMP
Proposal title:	"CORE - CLIL Objectives and ResourceKit in Education"
Applicant organisation:	Karmøy oppvekst-og kulturetat

Award Criteria	Score	Max
Relevance	4	5
<p>The proposal is relevant to the aims and objectives of the programme, focusing on different socio-linguistic aspects, current needs and challenges in partner schools in relation to teacher training. It also addresses the priorities of the action, focusing on teacher training and CLIL language methodology used for different purposes per country (as a foreign language, teaching two native languages, as a second language for ethnic minorities). Aims and objectives are realistic, whereas proposed solutions are relevant to the theme. In fact the proposal does not develop a new approach, but gives further development and dissemination possibilities to an existing approach. The applicant also claims to address priority 3 and to reduce early school leaving, and to improve the learning of students with migrant background. This may be an indirect effect of the project, but in the elaboration of the project, it is not clear how it will be accomplished.</p>		
Quality of the work programme	3,5	5
<p>The proposal provides an appropriate methodology, with specific objectives and relevant outcomes. Project duration is appropriate to ensure the best possible results and impact, whereas time allocation at each stage (research, development, implementation, production, dissemination) is adequate; dates and deadlines are also predicted. External evaluation for different aspects is also foreseen. The state of the art mentions the top-down strategies and the overwhelming offer of materials for teachers. Therefore it is a positive point that the project starts with some case studies to explore what is in existence within the field. In the elaboration of work packages the close working relationships with teachers, educational managers and students is a leading principle so adaptation of products by users is always possible.</p> <p>However, the project is more transparent concerning the research aspect, based on classroom observation and relevant case studies per country, and providing comparative assessment and a common tool for practical / experimental application. The proposal seems to give more emphasis on the production of material rather than to the training itself; concerning the latter, both the proposal and the budget are not transparent in relation to how the training course will actually be accomplished if all partners will be present, whereas, how many schools/teachers will be the participants, or if parallel courses will take place at partner level. At some point in the proposal, two deliveries of the course are mentioned. Also, concerning the case studies, the analysis foresees observation at all partner schools, but budget includes Film shots only for three partners.</p> <p>The "fail-save" mechanism foreseen for agreeing with partners a redistribution of tasks and resources in the event of preventing unforeseen contingencies is a good idea. In the specific information about the programme, it is mentioned that the project addresses also priority 3 which concerns reducing early school leaving, but improving the learning of students with migrant background, the work programme does not show that this is taken into account.</p>		
Innovative character	3,5	5
<p>The CLIL methodology is often used in terms of foreign language learning. Needs analysis is efficiently elaborated and the proposal stresses the different additional needs and challenges this methodology can cover at national level according to the different socio-linguistic context. They want to respond to these problems and contexts through an innovative practitioner-led approach. For them the implementation of CLIL is essentially an exercise in the management of innovation at the local level. Especially as they want to provide specific mechanisms for the training and support of target groups of locally-based "practitioners". There is a convincing description of these principles.</p>		

Quality of the Consortium	4	5
<p>The consortium has the relevant skills and competences (educational, teacher training, technical) to develop the project; it has already participated in an informal meeting to discuss on the theme, so collaboration seems already to be well established. There is a good experience concerning AFL and CLIL (concerning support of implementation and practice in schools) and management and quality assurance of projects. Also the needed scientific input and support is foreseen by P6. P7 has all know how and facilities to produce the AV materials. A list of associated schools is also attached in the proposal, which shows commitment on implementation/practical level; the educational level (primary and secondary) is also coherent to the development of the theme which concerns the same level of education. There is an equal distribution of tasks among partners in the material production. Because the objective of the project is to put a new implementation methodology concerning CLIL on the agenda, it had been good to provide also a partner from a national policy level in the consortium and/or some in the list of associated partners. However, there is no transparency on how the training course will be developed by partners. In addition, contribution of all partners in dissemination activities is not evident in the relevant work package.</p>		
European added value	3	5
<p>European added value lies in the empirical demonstration of how the methodology works through case studies at partner level. There is an equal local and European approach to the theme; the cultural/local issue is taken into account, whereas language issue is the weak point in the proposal: even though EN is the most common second language used in CLIL methodology and taught at schools in general, outputs should be translated in all partner languages for dissemination purposes outside the project duration. The applicant also admit the limits of this and sought a balance between a sufficient variety to give a broadly representative sample of diverse European contexts. A possibility for transferring the new toolkit, however, to a wider regional level largely depends on the target languages, but the present outcomes will be provided only in one.</p>		
The cost-benefit ratio	3	5
<p>The consortium partners seem to equally contribute to the project development; most of the working days are well devoted to research and teacher training, as planned in the work analysis. Technical administration for 57 days is also evident in the second Norwegian partner, as in the relevant WP. All other partners have also 20% of the days in the management category, which is not always justified. For P 7 which is a production company specialising in educational films and is responsible for the AV materials has 51 days of category one. The days in category 1 have to be reduced; concerning P7 30 days of category 1 can be replaced by 30 days for category 2. Half of the days provided in category 1 for the other partners (except P1 and P 6) can be also replaced by days of category 2: for P2 14 days out of 28 for category 1 should be added to category 2 (85+15), for P3 19 days out of 38 for category 1 should be added to category 2 (94+19), for P4 14 days out of 29 in category 1 should be added to category 2 (79+14), for P5 14 days out of 28 in category 1 should be added to category 2 (94+14), for P6 29 days out of 59 for category 1 should be added to category 2 (79+29) and for P8, 19 days out of 39 for category 1 should be added to category 2 (59+19). Partner meetings are all included in the budget; but it is not clear what is meant in the proposal that “partner conferences and two day discussions will be conducted electronically” (page 37). Two participation meetings organised by the Agency per year are foreseen in staff costs but not included in the work programme. Subcontracting is provided for 4 different tasks in the framework of the external evaluation for an amount of 34000€ which is within the limits. It is not mentioned how the subcontracting will be organised and hpw the money will be distributed between one subcontractor or several.</p> <p>Equipment costs are well justified but no budget for translation is foreseen; it is not included in the work analysis either, since it depends on the partners whether they will translate the materials or not. Costs for the EU conference are not visible in the budget, as it is not clear how a simultaneous delivery of meeting, the training course and the EU conference will be accomplished.</p>		
Impact	3,5	5
<p>Impact is more evident at consortium level, than at a wider regional level. Target groups are clearly identified in the project; the number of schools case studies is also specific. There is also a list of schools attached in the proposal as associated partners, apart from the partner schools involved in the consortium, however the GR partner should also identify the schools involved. The consortium has also included the way in which it will approach and engage schools in the procedure so to have the best possible impact.</p>		

Teachers involvement in training is much less evident (interaction, feedback). The plan, however, is to have an impact to additional regional actors, such as advisers and policy makers, through blog based forums is not adequate; their engagement as target groups is not visible in the procedure.		
Quality of the Valorisation plan (dissemination and exploitation of results)	4	5
<p>The dissemination plan addresses mainly target groups and actors involved directly or indirectly in the project; there seems to be a continuous flow of information among partners from the beginning. The plan is clearly defined and proposes a strategy; key events in this are the website and a 6-day training course with university accreditation. It will be sustainable after the project's lifetime as it is eligible for EU CPD funding. The project provides the involvement of an external consultant for evaluation and advice on the dissemination plan.</p> <p>Apart from this and the regular website and the production of relevant materials (specific number of outputs, types and versions of educational materials), the European conference is an important way for project promotion and exploitation of outcomes but is limited to the project level. The proposal does not have a plan for attracting additional actors outside the consortium, apart from the blogs, so estimations about them are rather arbitrary</p>		
Total	28,5	40
Total in %	71,25	

Legend on scoring per award criterion:

- 5 – very good - *addresses the criterion with all aspects of high quality*
- 4 – good - *addresses the criterion with some aspects of high quality*
- 3 – acceptable - *addresses the criterion satisfactorily*
- 2 – weak - *addresses the criterion but with some weaknesses*
- 1 – very weak - *addresses the criterion but with significant or many weaknesses*
- 0 – no evidence - *fails to include a minimum amount of evidence to enable the criterion to be evaluated*

Annex - List of documents to be submitted

The following issues need to be resolved before any grant may be awarded. Failure to provide the necessary information in time may result in the grant not being awarded.

Mandate letters

Please submit scanned/original mandate letters from all partners / co-beneficiaries (signed by the Legal Representative of the partner/ co-beneficiary organisation or a person authorised to enter into legally binding commitments on behalf of this partner/ co-beneficiary organisation), for which you must use the model downloadable from the website:

http://eacea.ec.europa.eu/llp/funding/2011/call_lifelong_learning_2011.php.

Mandate letters must be signed by the legal representatives of both the co-beneficiary and your organisation (P1 in the application form). The signature on the front page of the mandate letter should be the same as the signature on the back page of the mandate letter. Please ensure your co-beneficiaries are aware that the mandate letters must be addressed to your organisation. These letters must be collected by you and sent to the Agency in one package. The package should contain 2 original (or scanned) copies of the mandate letters, the third original (or scanned) copy should stay with each co-beneficiary.

Financial identification form

Please submit the Financial identification form for the applicant organisation only, downloadable from the website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm.

This must be signed by the account holder in original, and either stamped and signed by the bank concerned or accompanied by a recent bank statement. Please note we cannot accept a financial identification form which does not bear an original signature.

The account indicated in the financial identification form will be used for payment to your project.

Declaration of Honour

Please provide an original version of the declaration.

When verifying whether your application is in accordance with the formal requirements set out in the Call we noted that the legal status of the applicant organisation (public/private) has not been indicated. Please provide a new Declaration, correctly completed and signed in original by the legal representative named in Section A3 of the Application Form.

Project budget

Please confirm in writing, by signing the amended budget (**Annex - Estimated and eligible budget of the action**), that you are able to implement your project and to achieve all its objectives and outcomes, as described in your application, with the amended budget.

Legal entity form

Please provide an original version of the form.

Executive Agency Education Audiovisual and Culture

Avenue du Bourget 1- 1140 Brussels - Belgium

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<http://eacea.ec.europa.eu>

Please confirm the legal status (public) and the registered address of the applicant organisation as declared in the application form by sending us the following supporting documents:

- a copy of the resolution, law, decree or decision establishing the entity in question; or, failing that, any other official document attesting to the establishment of the entity by the national authorities;

- a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to in the point above.

Annex – Questions to be answered

Legal representative of the Applicant Organisation

Please confirm that the name of the legal representative of the Applicant Organisation has not changed since your application was submitted. If the legal representative has changed, please fill in the grid below and provide proof that the named **person is authorised** to enter into legally binding commitments in behalf of the Applicant Organisation in compliance with the Instructions for completing the application form (P. 26).

Instructions for applicants:

http://eacea.ec.europa.eu/llp/funding/2011/documents/call_llp/instructions_2011_v01_en.pdf

☐ The legal representative has not changed since my organisation submitted the application.

☐ The legal representative has changed and the new data is provided below.

A.3 Person authorised to represent the organisation in legally binding agreements (Legal representative)			
Family Name :			
First Name:			
Title and role in the organisation:			
E-mail address:			
Address :			
Post code:		Town:	
Country:		Region:	

Project Manager (contact person)

Please confirm that the name of the person responsible for the management of the application (contact person) has not changed since your application was submitted. If the contact person has changed, please fill in the grid below.

☐ The contact person has not changed since my organisation submitted the application.

☐ The contact person has changed and the new data is provided below.

A.2 Person responsible for the management of the application (contact person)			
Family Name :			
First Name:			
Title and role in the organisation:			
E-mail address:			
Address :			
Post code:		Town:	
Country:		Region:	
Telephone 1:		Telephone 2:	

Start date project

Please confirm your preferred start date for the project. This will be the date mentioned as the starting date in the grant agreement. End date will be calculated according to the duration, of the project.

☐ 1/10/2011

☐ 1/11/2011

☐ 1/12/2011

Please note that no expenditure incurred before this date will be considered eligible.

Other EU grants

Please list the projects for which the **applicant organisation**, or the department responsible for the management of this application, has received *financial support of EU programmes or initiatives* during the last three years.

Programme or initiative	Reference number including year of award	Title of the Project

Please list EU grants requested or obtained by the **applicant or its partner organisations** (*excluding third country partners*) for the *same / similar / closely linked* project. Please identify for each case the EU programme concerned and if appropriate the grant obtained.

Programme or initiative	Reference number	Organisation	Title of the Project	Grant amount requested / received

Please return annexes to the following address:

Katerina TICHA
 Education, Audiovisual and Culture Executive Agency, Unit P1
 Office : BOU2 02/94
 Avenue du Bourget 1
 B1040 Brussels
 Belgium

e-mail: EACEA-LLPCOMENIUS@ec.europa.eu

ANNEX II: Estimated and eligible budget of the action

PROJECT NUMBER: 518171-LLP-1-2011-1-NO-COMENIUS-CMP

Costs	Estimated Budget (from proposal)	Eligible Budget
Heading A: Direct costs (staff costs)		
Staff Costs	247.866	244.282
Heading B: Direct costs (operational costs)		
Travel and subsistence	83.387	83.387
Equipment (up to 10% of (A+B))	15.847	15.847
Subcontracting (up to 30% of (A+B))	34.000	34.000
Other	0	0
<i>Total Heading B</i>	<i>133.234</i>	<i>133.234</i>
Indirect costs (up to 7% of (A+B))	24.300	24.300
Total project expenditures	405.400	401.816

Percentage of EU funding:

74,00

74,00

Receipts	Estimated Budget (from proposal)	Eligible Budget
EU Grant Requested from LLP	300.000	297.347
Partner's own funding	105.400	104.469
Other sources of financing	0	0
Total sources of financing	405.400	401.816

I herewith confirm the above data and that the partnership will be able to implement the project with the approved eligible budget.

Signature of the legal representative of the Beneficiary Organisation

Place

Date

Name of the legal representative

Name of the Beneficiary Organisation

Financial Comments

518171-LLP-1-2011-1-NO-COMENIUS-CMP

To be read in conjunction with the Evaluation Report

The days in category 1 have to be reduced; concerning P7 30 days of category 1 can be replaced by 30 days for category 2. Half of the days provided in category 1 for the other partners (except P1 and P6) can be also replaced by days of category 2: for P2 14 days out of 28 for category 1 should be added to category 2 (85+15), for P3 19 days out of 38 for category 1 should be added to category 2 (94+19), for P4 14 days out of 29 in category 1 should be added to category 2 (79+14), for P5 14 days out of 28 in category 1 should be added to category 2 (94+14), for P6 29 days out of 59 for category 1 should be added to category 2 (79+29) and for P8, 19 days out of 39 for category 1 should be added to category 2 (59+19). This reduction could have an impact on indirect costs if the 7% ceiling is reached.